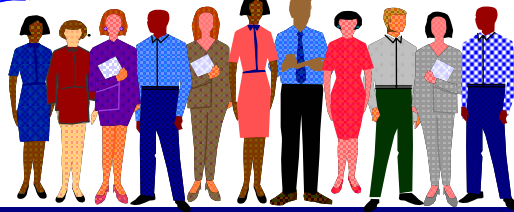


Personnel Issues & You



UPPS Newsletter 2003-11

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Rate Changes for Optional Payroll Deductions

	<u>2003</u>	<u>2004</u>
Delta Dental Premier Plan		
Single	\$21.44	\$20.93
Couple/Parent Plus	\$41.18	\$40.19
Family	\$68.08	\$66.45
Delta Dental Preferred Plan		
Single	\$19.77	\$19.30
Couple/Parent Plus	\$37.97	\$37.06
Family	\$65.24	\$63.67
Adenta		
Single	\$17.49	\$18.94
Couple/Parent Plus	\$32.90	\$36.19
Family	\$51.48	\$56.63
Health Resources		
Single	\$26.98	\$32.38
Couple	\$52.64	\$63.18
Parent Plus	\$58.46	\$70.14
Family	\$76.38	\$91.66
Fortis Freedom Basic		
Single	\$12.55	\$15.27
Couple/Parent Plus	\$23.60	\$28.71
Family	\$41.33	\$50.28
Fortis Freedom Preferred		
Single	\$22.87	\$27.82
Couple/Parent Plus	\$44.68	\$54.35
Family	\$70.04	\$85.21
Fortis Pre-Paid Summit II		
Single	\$9.00	\$9.00
Couple/Parent Plus	\$15.23	\$15.23
Family	\$24.03	\$24.03

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Excess Annual Leave Deleted At Termination

While annual leave in excess of the allowable accumulation/payout amount is converted to sick leave hours for a retired employee, the same does not apply to resigned/terminated employees. Excess annual leave for a terminated employee is not converted to sick leave. In the case of a terminated employee, those excess annual leave hours are lost and should be deleted from the employee's record. Please see the table below for maximum allowable amounts for annual leave payout according to annual months of service:

Months of Service	Maximum Amount
0-59 months	Thirty (30) workdays (225 hours for a 7.5 hr employee)
60-119 months	Thirty-seven (37) workdays (277.50 hours for a 7.5 hr employee)
120-179 months	Forty-five (45) workdays (337.50 hours for a 7.5 hr employee)
180-239 months	Fifty-two (52) workdays (390 hours for a 7.5 hr employee)
240 months and over	Sixty (60) workdays (450 hours for a 7.5 hr employee)

Regulations pertaining to annual leave (101 KAR 2:102 Classified administrative leave regulations) state:

...(annual) Leave in excess of the maximum amounts specified in paragraph (h) of this subsection shall be converted to sick leave at the end of the calendar year or upon retirement.

and

(3) Annual leave on separation.

(a) If an employee is separated by proper resignation or retirement, he shall be paid in a lump sum for accumulated annual leave. The accumulated annual leave for which he is paid shall not exceed the amounts established by subsection (2)(h) of this section. Following payment of annual leave at resignation, leave remaining after the payment of the maximum provided shall be removed from the balance.

Please note that these regulations do not allow for annual leave hours in excess of accrual limitations for terminated/resigned employees to be converted to sick leave, and that they specifically state that the leave remaining after payout of the allowable amount shall be removed from the balance.

Local Tax Updates

Logan County has adopted a local tax of .75% effective October 1. The local tax code is 31-02.

W-2 Training

Mark your calendars for W-2 training on November 13 from 1 p.m. to 4:30 p.m. The training will be held in the Capital Annex, Room 125. All payroll officers are encouraged to attend this important training.